

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
1 W. Wilson St.
Madison WI 53702

To: Food Stamp Handbook Holders

From: Cheryl McIlquham, Director
Bureau of Health Care Eligibility

Re: **FS Handbook Release 03-02**

Release Date: April 25, 2003

Effective Date: April 25, 2003

EFFECTIVE DATE

Implement the instructions at application, recertifications, and change, or, if you wish, earlier. The following policy additions or changes are effective 04/25/03, unless otherwise noted. Bold text denotes new text. Italicized text denotes deleted text.

POLICY CHANGES

Work Participation Unit
Q. 5 and 6

These questions were deleted because they referred to an old policy that exempted 16 or 17 year old food unit members from FSET. The remaining questions were renumbered.

FS Group Unit, Q. 8

This section on Categorical Eligibility referenced the Employment Skills Advancement Program (ESAP) which ended in September of 2001. It was deleted from the list of assistance types.

Old Policy: Does at least one member of the food unit receive any of the following types of assistance: W-2 payment position, W-2 case management, W-2 caretaker of an infant, W-2 Trial Job, Kinship Care, C-Supp, *Employment Skills Advancement Program*, Child Care, Job Access Loan, Children First, Welfare to Work, Tribal TANF, or Workforce Advancement and Attachment (WAA)?

New Policy: Does at least one member of the food unit receive any of the following types of assistance: W-2 payment position, W-2 case management, W-2 caretaker of an infant, W-2 Trial Job, Kinship Care, C-Supp, Child Care, Job Access Loan, Children First, Welfare to Work, Tribal TANF, or Workforce Advancement and Attachment (WAA)?

01.03.01

This section on Categorical Eligibility referenced the Employment Skills Advancement Program (ESAP) which ended in September of 2001. Item 7 was deleted. The remaining assistance types were renumbered.

Old Policy: If any member of a food unit receives or is authorized to receive any of the following assistance types in a month, then the entire group is categorically eligible:

7. Employment Skills Advancement Program (ESAP). The program ended 09/30/01. If an individual in the AG received ESAP during the current certification period, confer categorical eligibility until the next review.

01.10.01

Old Policy: None of the following is a striker:

2. Persons exempt from the FS work requirements except those exempt solely because they're employed. For example, a caretaker of a child under *one* year old is not a striker.

New Policy: None of the following is a striker:

2. Persons exempt from the FS work requirements except those exempt solely because they're employed. For example, a caretaker of a child under **six** years old is not a striker. (See the FSET Manual 4.0.0)

09.03.01

This section on Military Absence was clarified.

Old Policy: Someone absent solely for full-time service in the military isn't temporarily absent. The person isn't in the food unit.

Clarified Policy: Someone absent solely for full-time service in the military isn't temporarily absent. The person isn't in the food unit.

Income and assets from someone outside of the food unit are not counted (01.02.00).

11.02.00

This section on Real Property changed to match policy explained in OM 03-28. This policy is effective 05/01/03.

Old Policy: *Disregard the FS group's home and contiguous property.*

New Policy: **Disregard all real property, regardless of whether it is homestead property or not. (See 13.01.05)**

11.02.01

This section on Homesteads changed to match policy explained in OM 03-28. This policy is effective 05/01/03.

Old Policy: A home is any dwelling place intended for human habitation. *Disregard only one home and all property surrounding the home. If a FS group owns more than one home on contiguous property, you must count the second home as an asset. There is one exception. If the second home is producing income consistent with its FMV, disregard it also.*

Count property that is separated from the home by intervening property owned by others. A public right of way, separating it from the home, doesn't affect the property's exemption.

Example: A public road runs through Ted's property, separating it from the home. The property on both sides of the road is exempt.

*The home and lot remain exempt when:
Temporarily unoccupied due to employment, training for future employment, illness, or inhabitability caused by casualty or natural disaster; and,
At least some of the household members intend to return to it.
When a household doesn't own a home and owns or is purchasing a lot to build on, disregard the value of the lot, and any partially completed home on the lot. Do this only if the household intends to build a permanent home on the lot.*

New Policy: A home is any dwelling place intended for human

habitation. **All real property including homestead property is excluded as an asset in the food stamp eligibility determination. Non-homestead property information entered on CARES screen AARP will no longer affect food stamp eligibility.**

11.02.02

This section on Income Producing Property changed to match policy explained in OM 03-28. This policy is effective 05/01/03.

Old Policy: *Disregard property, including rental property, that annually produces gross income consistent with its FMV. This exemption includes seasonal property.*

New Policy: **Disregard all real property, including income producing property, regardless of whether the property is producing a profit or loss. (See 11.02.00)**

11.04.04

This section on Personal Goods and Property was clarified.

Old Policy: Disregard household goods and personal effects, such as home appliances, furniture, and clothes. *This does not include real property.*

New Policy: Disregard household goods and personal effects, such as home appliances, furniture, and clothes. **See 11.02.00 for policy on real property.**

12.02.23

This section on Repayments was re-written to clarify this complex section. Policy did not change.

12.02.36

Old Policy: Count Social Security income. *Add any Medicare premium to the payment actually received.*

Clarified Policy: Count net Social Security income. **Use CARES screen AFMD to add any Medicare premium to the benefit amount that is actually received.**

12.03.11

This section was clarified to show that programs listed are not the only programs that receive Title V funding.

Old Policy: Disregard income from the Title V Senior Community Service Employment Program (SCSEP) of the Older Americans Act. These organization receive Title V:

Clarified Policy: Disregard income from the Title V Senior Community Service Employment Program (SCSEP) of the Older Americans Act. **Organizations that receive Title V include, but are not limited to, the:**

16.05.00

Old Policy: Deduct child support for FS households that pay court ordered child support to a nonhousehold member.

Clarified Policy: Deduct child support for FS households that pay court ordered child support to **or for** a nonhousehold member.

21.07.00

This section and subsections 21.07.01. and 21.07.02 were added to give the procedure for county transfers.

New Policy:

21.07.00 County Transfers

When a FS case moves from one agency to another within Wisconsin, the agency is responsible for transferring the case

from the old county of residence to the new county of residence. When an inter-county move is reported or discovered, the agency that is notified or discovered the move is responsible for collecting the necessary verification and transferring the case. Change reporting policy must be followed (21.06.00, 22.01.00).

Once a case has been transferred to a new agency, it should not be transferred back unless the transfer-out agency has to process an overpayment or close out a W-2 placement. If there are questions about the information entered on the case or problems with the way the case was transferred, the new worker should contact the old worker to get the required information. Do not transfer the case back to the transfer-out agency to have them complete outstanding items.

21.07.01 Move Reported to or Discovered by the Transfer-Out (old) Agency

If the move is reported to or discovered by staff in the transfer-out agency, that agency is responsible for gathering appropriate information, requesting any needed verification, and making the appropriate changes in CARES. Once any outstanding verification is returned, the worker should enter the verification codes, update case comments, complete any data exchange (DX) dispositions, and transfer the case to the new (transfer-in) agency. If verification is returned to the transfer-out worker, it must be mailed to the transfer-in agency to prevent over-verification.

If outstanding verification is not returned timely (22.01.00), the worker in the transfer-out agency should enter NV in the appropriate fields on CARES screens, run SFEX, confirm the case, and transfer the case to the new county.

21.07.02 Move Reported to or Discovered by the Transfer-In (new) Agency

If the move is reported to or discovered by staff in the transfer-in agency, a worker from that agency should gather any information on changes and request verification. The transfer-in agency worker should contact the transfer out worker and let her/him know that the case is going to be transferred to the new agency.

The worker in the transfer-out agency should then update case comments and complete any outstanding DX dispositions before the new agency transfers in the case.

Workers in both agencies should communicate with each other and work together to ensure the transfer is completed in the most efficient manner with the least amount of trouble for the client.

22.01.00

This section was updated to allow for the proper verification time period after a change is reported. A link was also added to 21.06.00.

Old Policy: Note: During the application or review-processing period, do not deny the FS group for failure to provide the required verification until:

1. 10 calendar days following the issuance of the request for verification, or
2. 30 calendar days following the application filing date, whichever is later.

New Policy: Note: During the application period, review-processing period, **or a change (21.06.00)**, do not deny the FS group for failure to provide the required verification until:

1. 10 calendar days following the issuance of the request for verification, or
2. 30 calendar days following the application filing date, whichever is later.

22.03.02
(effective 05/01/03)

The asset verification policy is changing effective 05/01/03.

Old Policy: *Verify all non-exempt assets for all food unit members at application, review, and reported change. See 11.01.00 Asset Guidelines.*

New Policy: Counted assets require verification for food stamp eligibility only when information received regarding the asset is questionable. For example, if the total reported assets are close to the asset limit, the reported amount(s) are questionable and verification may be requested. The reason that the information is questionable must be documented in the Case Comments in the CARES record.

Questionable items are those where:

1. Reported assets are within \$100 of the household's asset limit.
2. There are inconsistencies in the group's oral and written statements.
3. There are inconsistencies between the group's claims and other contacts, documents or prior records.
4. The applicant or his/her authorized representative is unsure of the accuracy of his/her own statements.
5. The applicant has been sanctioned due to a Food Stamp Intentional Program Violation (IPV).

See 11.01.00 Asset Guidelines.

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EBT staff have moved to a new location. Mailing and email addresses were updated in numerous places throughout this Appendix. References were changed from DWD to DHFS where appropriate.

24.02.05

This section was clarified. The demographic changes are processed by CARES and sent to CEFS on a daily file around 11:00 p.m.

24.02.16.01

The chart to determine if an EBT benefit should be converted to coupons when a household moves out of state has been updated.

24.02.17

The link to the website for the ARU scripts was changed to the DHFS address.

24.02.21.01

The information on denied transactions reports was moved from 24.02.21 to this new section.

24.02.21.02

This section was added to describe the Point of Sale (POS) Out-of-

State Usage Report available on EOS. Use this report to identify cases that need follow-up based on the FS AG's address and the city and state where transactions occurred.

- 24.03.03.01 This section was clarified. The debit field on the Balance Inquiry screen displays the last client-initiated debit.
- 25.01 The section on categorical eligibility was updated to correct the types of TANF funded programs that confer categorical eligibility. ESAP and Milwaukee Jobs Initiative were deleted from the list.
- 25.09 Effective 04/01/03, certain aliens are eligible for federal food stamps if they have lived in the U.S. as a qualified alien for 5 years or longer. See the chart in 25.09 for detailed policy for each alien status code.
- 25.11.01 This section on Case Management was updated to include the information from OM 03-20 Request for Contact Notice. The changes are too numerous to include on the green sheet. See this section for information on the new field on ACCH, an explanation of the policy, CARES screen shots, and examples of correct policy.

TYPOS, TECHNICAL, OR LINK CHANGES

- Initial Unit Q. 1 A link was added to the new 21.07.00 County Transfers and the link to the CARES Guide was fixed.
- 01.06.00 A link was added to 02.07.00 Restaurants.
- 12.02.13 A typo was fixed in the section. The words "at the" were inadvertently deleted and are replaced here.
- 12.03.26 A link was added from 12.03.26 to 12.02.13.01 to contrast between AmeriCorps*Vista and the AmeriCorps network of programs.
- 16.08.01 A typo was fixed in example 1 of this section.
- 17.01.01 A broken link in #1 of this section was fixed.
- 21.01.00 The Combined Application form (DES-11605) was renamed The Food Stamp Application Form (HFS 16019A and 16019B).
- 22.01.00 Broken links to the CARES Guide were fixed.
- 25.09 Broken links to the SAVE Manual and the INS Travel and Identity Documents links were fixed.